

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: DISPATCHER/DRIVER TRAINER

POSITION LOCATION: ASDB / Phoenix

POSITION REPORTS TO: Transportation Coordinator

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: One year experience in transportation; one year general office management or business experience. High School diploma or equivalent. Computer skills. Must have a valid driver's license and be willing to be trained to operate school buses and obtain a Class B Commercial Driver's License (CDL) and Arizona School Bus Driver and Classroom and Behind-the-Wheel driver-instructor certification upon completion of training.

PREFERRED QUALIFICATIONS: Experience in special needs transportation; experience in transportation planning or dispatching; experience with school bus standards, regulations and procedures; CDL; Arizona School Bus Driver certification; Classroom and Behind-the-Wheel instructor certification, experience driving buses or trucks with Gross Vehicle Weight (GVW) 10,000 lbs or greater; experience working with hearing or visually impaired children.

MAJOR DUTIES AND RESPONSIBILITIES: Dispatcher duties occupy 90% of time and effort, Driver Trainer responsibilities, in the absence of the primary Driver Trainer, account for 10% of work. Responsible for direct customer service; receives and acts on calls for assistance to meet needs of drivers, parents and staff; resolves problems and promotes a positive work environment, schedules drivers, bus chaperones and vehicles in the absence of the Transportation Coordinator. Performs assigned driving or aide duties (local and out of town) in accordance with transportation procedures and school transportation regulations; maintains route documentation, including current route directions and schedules, student attendance records, mileage reports, payroll time sheets, and bus pre-trip inspection records. Inspects assigned vehicle(s) according to departmental procedures; reports discrepancies to office and mechanic staff before using vehicle; responsible for vehicle cleanliness and fluid levels in accordance with departmental procedures. Responsible for student management; develops and administers an appropriate assertive discipline plan for each assigned route; works with staff to develop and administer special behavior programs as needed. Teaches students appropriate conduct and safety rules; assists young and/or non-ambulatory students on and off the school bus and operates wheel chair lifts as required. Performs driver-training duties, which include classroom and behind-the-wheel instruction, and skills testing as required by the Transportation Coordinator.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Arizona traffic laws; sign language; emergency procedures, including first aid and vehicle evacuation techniques; assertive discipline techniques; non-aggressive restraint techniques; mobility techniques

Pay Plan: <u>Classified</u>	Grade: <u>07</u>	FSLA: <u>Non-Exempt</u>	Date: <u>Revised: 7/2006</u>
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to assist visually impaired students; operation of specialized equipment, e.g., wheel chairs and lifts; basic vehicle maintenance inspection skills.

SPECIAL REQUIREMENTS / CONDITIONS: Must be willing to work flexible hours; must be willing to learn sign language; must be willing to be fingerprinted for employment purposes. Must pass beginning sign language course within one year of employment. Must obtain Classroom and Behind-the-wheel driver instructor certification within one year of employment.